

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Processing of Decision Documents and Project Cooperation Agreements (PCA's)

1. Reference CECW-L/CECW-E memo, 17 Nov 92, subject: Development and Approval Process for Project Cooperation Agreements (PCA's).
2. I have become increasingly concerned with the repeated instances of PCAs being submitted to HQUSACE with little time provided for HQUSACE/OASA(CW) review and approval. This situation is usually the result of commitments being made to sponsors without regard for the time required to adequately process a PCA. In addition, many of you, or your staffs, have tried to pose your PCA as having higher priority than those currently under review. Presently, there are 17 active PCAs under review in Washington. While this number will vary slightly, it represents the average number of PCAs under review at any given time. Any expedition of one PCA results in delays for other PCAs. The average time required to process a PCA is 60 days for Washington level review and approval and I find that many of you are not ensuring that adequate time is contained in the project schedule for this process.
3. I also want to remind you that you must do everything you can to ensure all issues on the decision document are resolved and environmental coordination complete before a PCA is submitted to HQUSACE. PCA review times, historically, have been lengthened significantly when unresolved issues or uncompleted environmental coordination items surface during PCA processing. This is why we established one-stop Washington-level policy compliance review to identify, address, and work with your staff to resolve outstanding issues at the decision document review phase. HQUSACE staff will not review a PCA without an approved decision document. However, to speed up the clearance of the decision document and be a step ahead in processing the PCA, I encourage you to follow the PCA checklist as a guide in finalizing your document supporting the PCA. That way, you have a clear indication of what will need to be resolved before the PCA can be approved and executed.
4. Effective immediately, division commanders must submit all requests for approval to process a PCA in less than 60 days or concurrent reviews of the decision document and the PCA to me for approval. I will hold each of you personally responsible for becoming an active participant in this process and ensuring adequate time is allowed for PCA processing.
5. I have an active interest in providing you timely and quality service in Washington. I know we have made great strides in reducing overall Washington-level processing time and I will continue to put emphasis on our commitment to you. I, in turn, need your

commitment to ensure PCA's are not being submitted at the eleventh hour as you are concurrently seeking either approval of a decision document or advertisement and award to regain your project schedule or meet political commitments. Similarly, you should not schedule PCA signings prior to HQUSACE/OASA(CW) approval. Allow us 60-days in your project schedule for the PCA approval and we will meet our commitment.

/s/

STANLEY G. GENEGA
Major General, USA
Director of Civil Works

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